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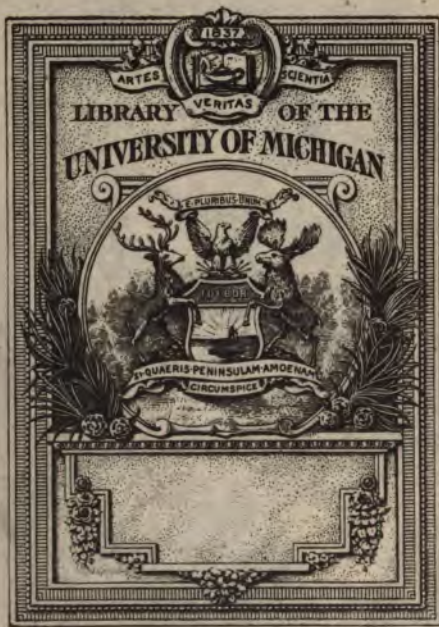
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SOLDIER'S HAND BOOK
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THE
SOLDIER'S HANDBOOK

FOR USE IN THE

99828

ARMY OF THE UNITED STATES

PREPARED BY DIRECTION OF THE

ADJUTANT GENERAL OF THE ARMY

BY

N. HERSHLER,

ADJUTANT GENERAL'S OFFICE.

PUBLISHED BY DIRECTION OF
THE SECRETARY OF WAR.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1900.

WAR DEPARTMENT.
DOCUMENT No. 126.
OFFICE OF THE ADJUTANT GENERAL.

Company commanders will see that all articles of clothing and the price thereof are entered in the Soldier's Handbook as soon as the issue has been made to the soldier and will certify to the correctness of the entries with their signatures. Any of these books left by deserters, or others, will be forwarded by mail to the Adjutant General of the Army.

The books will be issued to soldiers after their enlistment and will not be replaced by the issue of new copies until those furnished are worn out by fair wear and tear. New leaves properly ruled for the clothing account should be inserted when necessary, as on the reenlistment of soldiers, etc., and extra leaves for "clothing received" will be supplied by the Adjutant General's Office.

When lost or destroyed the cost of the book (45 cents) will be charged to the man on the muster and pay rolls.

The Soldier's Handbook will be considered as part of the personal effects of the soldier, excepting in the case of deserters or men dishonorably discharged, when the books will be taken up by company commanders and forwarded by mail to the Adjutant General of the Army.

The cost of the Soldier's Handbook is not to be charged to the soldier when lost through no fault of the man.



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THE SOLDIER'S HANDBOOK.

RIGHTS AS CITIZENS FORFEITED BY DESERTION.

SEC. 1996. All persons who deserted the military or naval service of the United States and did not return thereto or report themselves to a provost marshal within sixty days after the issuance of the proclamation by the President, dated the 11th day of March, 1865, are deemed to have voluntarily relinquished and forfeited their rights of citizenship, as well as their right to become citizens; and such deserters shall be forever incapable of holding any office of trust or profit under the United States, or of exercising any rights of citizens thereof.

SEC. 1998. Every person who hereafter deserts the military or naval service of the United States, or who, being duly enrolled, departs the jurisdiction of the district in which he is enrolled, or goes beyond the limits of the United States, with intent to avoid any draft into the military or naval service, lawfully ordered, shall be liable to all the penalties and forfeitures of section nineteen hundred and ninety-six.—
[*Revised Statutes.*]

UNAUTHORIZED ABSENCE.

Where, from any circumstance, soldiers find themselves separated or detached from their commands, without the necessary means or authority for rejoining, in order to prevent their being reported as deserters, they should at once report in person to the nearest post or command, and state their case to the commanding officer, whose duty it is to provide for them and have

them forwarded to their proper commands at the earliest opportunity. Should this course be impossible, then the soldier should report *by letter* to the commanding officer of the nearest post, or to the Adjutant General of the Army.

The soldier should bear in mind that any failure to take proper steps to join his command, when separated from it, no matter what the cause, involves inconveniences and troubles that are not overcome without much difficulty. Sickness, insurmountable accidents, etc., all require to be established by conclusive testimony, to free him from the suspicions that always attend an unusual absence from his proper post.

EXTRACTS FROM THE ARMY REGULATIONS OF 1895.

(As amended by General Orders up to July 1, 1900.)

MILITARY DISCIPLINE.

1. All persons in the military service are required to obey strictly and to execute promptly the lawful orders of their superiors.

2. Military authority will be exercised with firmness, kindness, and justice. Punishments must conform to law and follow offenses as promptly as circumstances will permit.

3. Superiors are forbidden to injure those under their authority by tyrannical or capricious conduct, or by abusive language.

4. Courtesy among military men is indispensable to discipline; respect to superiors will not be confined to obedience on duty but will be extended on all occasions.

5. Deliberations or discussions among military men conveying praise or censure, or any mark of approbation, toward others in the military service, and all publications relating to private or personal transactions

between officers, are prohibited. Efforts to influence legislation affecting the Army, or to procure personal favor or consideration, should never be made except through regular military channels; the adoption of any other method will be noted in the military record of those concerned.

RANK OF OFFICERS, ETC.

9. The following are the grades of rank of officers and noncommissioned officers:

- | | |
|--|---|
| 1. Major general. | 13. Ordnance sergeant, commissary sergeant, post quartermaster sergeant, electrician sergeant, hospital steward, first-class sergeant of the Signal Corps, chief musician, chief trumpeter, and principal musician. |
| 2. Brigadier general. | |
| 3. Colonel. | |
| 4. Lieutenant colonel. | |
| 5. Major. | |
| 6. Captain. | |
| 7. First lieutenant. | |
| 8. Second lieutenant. | |
| 9. Cadet. | 14. Squadron or battalion sergeant major. |
| 10. Sergeant major (regimental). | 15. First sergeant and drum major. |
| 11. Quartermaster sergeant (regimental). | 16. Sergeant and acting hospital steward. |
| 12. Commissary sergeant (regimental). | 17. Corporal. |

In each grade, date of commission, appointment, or warrant determines the order of precedence.

APPOINTMENT AND PROMOTION.

24. Vacancies in the grade of second lieutenant existing on the 1st day of July of each year are filled by appointment, in order, as follows: (1) From graduates of the United States Military Academy; (2) from enlisted men of the Army found duly qualified; (3) from civil life.

25. With a view to the selection of proper enlisted men of the Army as "candidates for promotion" to the

grade of second lieutenant, each department commander will, as soon as practicable after March 15 of each year, convene a board of five officers for the preliminary examination of the soldiers of his command who are legally qualified applicants for a commission, to determine their eligibility for the competitive examination. This board will institute a rigid inquiry into the character, capacity, record, and qualifications of the several candidates, and will recommend none for competitive examination who are not able to establish their fitness for promotion to the entire satisfaction of the board. On September 1 of each year the War Department will convene a board of five officers for the final competitive examination to determine the fitness and order of merit for promotion of the soldiers who have successfully passed the preliminary examination. Two members of each board will be officers of the Medical Department.

26. Each enlisted man recommended in accordance with the law and the foregoing regulation will receive from the Adjutant General of the Army a certificate of eligibility for appointment to the grade of second lieutenant and will be known as a "candidate" for promotion. He will have the title "candidate" prefixed to his name in all rolls, returns, orders, and correspondence in which it appears, and will be entitled to wear the candidate's stripes on the sleeves of uniform coat, blouse, and overcoat, so long as he holds this specially honorable position. The candidate's stripe will be worn on the upper half of each cuff. It will consist of a double stripe running the length of the cuff, pointed at the upper end and with a small button below the point of the stripe; for uniform coat, of gold braid; for blouse and overcoat, of cloth of same color as facings of uniform; width of braid or cloth, one-quarter inch; width of space between braid, one-eighth inch.

27. The eligibility of a candidate for appointment as second lieutenant and his privileges as candidate terminate the 1st of September next succeeding his competitive examination, unless he shall again be recommended on competitive examination. A candidate who becomes ineligible by reason of age will be entitled to wear the candidate's stripe on the left sleeve so long as he maintains his good standing in the service. Having passed a departmental board, but having failed to pass the competitive board, he may again be examined by the competitive board on proper application made through department headquarters; he will not be required to pass a departmental board a second time. An applicant who twice fails in competitive examination to obtain a certificate of eligibility as candidate for promotion can not again compete for that position.

28. Candidates who may be guilty of misconduct will be promptly reported to the Adjutant General of the Army, through regimental and department headquarters, the report to contain a full statement of the alleged misconduct, with names and witnesses. The department commander will see that the candidate has a fair and impartial hearing and will forward the report for the decision of the Secretary of War.

29. Candidates for promotion will not be deprived of the privileges of their position unless by sentence of a general court-martial or the order of the Secretary of War, except by operation of law or regulations. While holding the privileges of that position they will not be brought before a summary or field officer's court, or a garrison or regimental court-martial.

30. A soldier to be eligible for the position of candidate for promotion must be a citizen of the United States, unmarried, between 21 and 30 years of age on the 1st of September following his preliminary examination, and of good moral character both before and

after enlistment. An applicant will not be ordered for the preliminary examination unless it is apparent that, on the 1st of September next following, he will have served honorably not less than two years, exclusive of technical service due to furlough or other absence from duty in his own interest; nor for the final competitive examination unless he shall have so served. Applications will be made to department commanders on or before February 1 of each year, and company commanders in forwarding them will certify all furloughs had by applicants, stating under what authority they were granted.

THE POST NONCOMMISSIONED STAFF.

91. The post noncommissioned staff consists of ordnance, commissary, post quartermaster, and electrician sergeants. They are appointed by the Secretary of War, after due examination, from sergeants in the line of the Army; ordnance sergeants from those who have served at least eight years in the Army, including four years as noncommissioned officers, and who are less than 45 years of age; commissary sergeants from those who have served five years in the Army, including three years as noncommissioned officers; post quartermaster sergeants from those who have served four years in the Army; electrician sergeants, as a rule, from those who have served three years in the Army and about one-third of that time as noncommissioned officers, exceptions being made only in cases of particularly well-equipped applicants from civil life.

92. An application for appointment must be in the handwriting of the applicant, and will briefly state the length and nature of his military service, and for what time and in what organizations he has served as a non-commissioned officer. The company commander will indorse thereon the character of the applicant, and his

opinion as to his intelligence and fitness for the position. The application so indorsed will be submitted to the regimental commander, who will forward the same, with his remarks as to the merits of the applicant, to the Adjutant General of the Army.

93. While the law contemplates in these appointments the better preservation of public property at the several posts, there is also a further consideration—that of offering a reward to faithful and well-tried sergeants, thus giving encouragement to deserving soldiers to hope for substantial promotion. Colonels and captains can not be too particular in investigating and reporting upon the character and qualifications of applicants.

94. Before the applicant is appointed he will be examined by a board of officers convened for the purpose by the department commander under orders from the Secretary of War.

95. Preliminary to the examination by the board, the applicant will be examined by a medical officer, to determine whether he is physically fitted to perform all duties incident to the position sought.

96. The examining board will inquire into, and report upon, the age, character, service, and physical condition of the applicant; upon his education, clerical proficiency, and general fitness to perform the duties of the position sought; upon his knowledge of Army Regulations and the regulations of the department which he seeks to enter.

97. Before assignment to posts, ordnance sergeants will be sent to arsenals, when practicable, for temporary duty and instruction.

98. The stations of post noncommissioned staff officers will be designed by the Secretary of War.

99. A sergeant of the post noncommissioned staff will assist the officer of his department and will not be detailed upon any service that will interfere therewith.

If the necessities of the service require such detail, the post commander will note the fact, with reasons therefor, on the sergeant's monthly personal report.

100. A sergeant of the post noncommissioned staff at an ungarrisoned post or station will be responsible for the property of his own department and for such other property as may be intrusted to him for safe-keeping. For all public property committed to his charge he will account to the heads of the staff departments concerned, and if the means at his disposal are insufficient for its preservation, he will report the facts.

101. The military control of noncommissioned officers of the general staff serving at posts not occupied by troops is vested in the commander of the territorial department in which they are serving. All matters relating to them as soldiers subject to military command, as distinguished from the administrative duties imposed upon them by regulations and orders, will, except in cases of reenlistment, be determined at department headquarters, where their descriptive lists and accounts of pay and clothing will be kept. When they are discharged a copy of the descriptive list upon which will be noted the fact of discharge, with the date, place and cause, and the character given on the discharge certificate, will be forwarded to the Adjutant General of the Army.

102. Each sergeant of the post noncommissioned staff will make such personal reports as may be required by the head of the staff department to which he belongs. The officer under whose orders he is serving will indorse on each report his opinion of the manner in which the sergeant has performed his duties, and the post commander will forward the report direct to the chief of bureau. If there be no troops at the post, the sergeant will forward the report direct to the Adjutant General of the Army.

103. A sergeant of the post noncommissioned staff may be reenlisted, provided he shall have conducted himself properly and performed his duties in a satisfactory manner. If, however, his commanding officer shall not think it proper to make the reenlistment, he will communicate his reasons to the Adjutant General of the Army in time to receive the decision of the War Department before the sergeant's discharge. If serving at an ungarrisoned post, application for reenlistment will be made by the sergeant to the Adjutant General of the Army, through department headquarters. One of the duplicate reenlistment papers will be forwarded to the Adjutant General of the Army; the other will be filed at the sergeant's station, if a garrisoned post, or, if not, at the headquarters of the department in which he is serving.

104. Sergeants of the post noncommissioned staff, though liable to discharge for inefficiency or misconduct, will not be reduced.

DESERTERS.

131. A deserter will make good the time lost by desertion, unless discharged by competent authority. He will be considered again in service upon his return to military control; but if a deserter enlists while in desertion, his services under such unlawful enlistment will not be counted as making good any of the time lost by desertion.

132. A deserter will not be restored to duty without trial, except by authority competent to order his trial. Such restoration does not remove the charge of desertion nor relieve the soldier from any of the forfeitures attached to that offense. He must make good the time lost by desertion, refund the reward and expenses paid for apprehension and delivery, and forfeit pay while absent.

133. An enlisted man who absents himself from his post or company without authority will forfeit all pay and allowances accruing during such absence, and, upon conviction by court-martial, make good the time lost. No man will be reported a deserter until after the expiration of ten days (should he remain away that length of time), unless the company commander has conclusive evidence of the absentee's intention not to return; but commanding officers will take steps to apprehend soldiers absent without leave as soon as that fact is reported. Should the soldier not return, or not be apprehended, within the time named, his desertion will date from the commencement of the unauthorized absence. An absence without leave of less than one day will not be noted upon the muster and pay rolls.

RETIREMENT OF ENLISTED MEN.

135. When an enlisted man shall have served as such for thirty years, either in the Army or the Marine Corps and the Army, he may apply to the Adjutant General of the Army for retirement. Upon the approval of the application an order will be issued from the Adjutant General's Office transferring him to the retired list and directing that transportation in kind to his home and commutation of subsistence during necessary travel be given him. Length of war service (both enlisted and commissioned) with the Army in the field, or with the Navy or Marine Corps in active service (either as volunteer or regular) during the War of the Rebellion, will be doubled in computing the thirty years necessary to entitle him to be retired.

136. Upon receipt of the order for retirement, the soldier's immediate commanding officer will furnish him with final statements, closing his accounts of pay, deposits, and all allowances other than those of travel,

as of the date of the receipt of the order; he will forward to the Adjutant General of the Army a descriptive list (in duplicate), noting thereon the fact that final statements have been given, the reenlistment or the continuous-service pay per month for which the soldier was last mustered, and his post-office address for the next thirty days. The descriptive list will bear the soldier's signature, or, if he can not write, a statement to that effect. The final statements and descriptive lists must state the date to which subsistence has been furnished, also whether subsistence while traveling home has been furnished, and if so, for what dates. A discharge certificate will not be given, but the soldier will be dropped from the rolls of his command with appropriate explanatory remarks. The Pay Department will be notified and furnished with the soldier's signature, as in case of discharge.

137. On the last day of every calendar month each retired enlisted man will report to the Adjutant General of the Army his post-office address. Blank forms for personal reports and pay accounts, with official penalty envelopes, will be furnished retired enlisted men upon application to the Adjutant General of the Army.

138. The authorized pay and allowances of retired enlisted men will be paid them monthly by the Pay Department. Their pay will be three-fourths of the monthly pay allowed them by law in the grade held when retired, including reenlisted and continuous-service pay then received. No deduction will be made except the monthly tax of $12\frac{1}{2}$ cents for support of the Soldiers' Home. They are not entitled to commutation for fuel or quarters, but will receive commutation for subsistence and clothing as follows :*

For subsistence.—At the rate of $22\frac{1}{2}$ cents per day.

* A monthly allowance of \$9.50 is granted in lieu of subsistence and clothing by Army appropriation act approved March 16, 1896.

For clothing.—Three-fourths of the average annual allowance prescribed in orders for an entire enlistment in the grade from which retired, one-twelfth of such amount to be paid monthly. The allowance of clothing to chief musicians is the same as that to quartermaster sergeants.

139. The Adjutant General of the Army will furnish a descriptive list to each enlisted man on the retired list, who will forward the same at the end of each calendar month, with pay accounts signed in duplicate, to such paymaster as the chief paymaster of the department in which the soldier resides may designate. The paymaster will note the fact of payment on the descriptive list. If the soldier can not write, his mark should be witnessed by a commissioned officer, if practicable; otherwise by some well-known person, preferably the postmaster of his place of residence.

DISCHARGES.

143. Discharge certificates will not be made in duplicate. Upon satisfactory proof of the loss of a discharge, or of its destruction without the fault of the party entitled to it, the War Department may issue to such party a certificate of service, showing date of enlistment in and discharge from the Army and character given on discharge certificate. Discharge certificates must not be forwarded to the War Department in correspondence unless called for.

144. In time of peace a soldier serving in the second year or first six months of the third year of his first enlistment may apply to the Adjutant General of the Army through military channels, for the privilege of purchasing his discharge, but such application will not be entertained unless based on satisfactory reasons fully set forth by the applicant and verified by the officer forwarding the application, nor unless accompanied by

a statement of the soldier's immediate commanding officer showing the condition of his accounts. If such application be granted, the purchase price will be entered on the final statements as an item due the United States. A soldier once discharged by purchase will not be granted that favor a second time. A soldier serving in a second or any other enlistment, but not receiving continuous service or reenlisted pay, is not debarred from discharge by purchase. The price of purchase in the first month of the second year will be \$120, and will be \$5 less in each succeeding month of the period during which purchase may be authorized.

145. Enlisted men who have served meritoriously twelve years or more, continuously or otherwise, will be classed as veteran soldiers. If it be for their material benefit, discharge may be granted them by the Secretary of War by way of favor as veterans. A soldier once discharged as a veteran will not be discharged again by way of favor.

146. Soldiers discharged as provided in paragraphs 144 and 145 will not receive travel allowances.

148. The cause of discharge and the soldier's age at date of enlistment will be stated in the body of the discharge certificate. His character will be accurately described at the bottom of the certificate, but if not sufficiently good to allow of his reenlistment, the words "No objection to his reenlistment is known to exist" will be erased. The words "Service honest and faithful," or "Service not honest and faithful," as the case may be, will be entered under "Remarks" in the military record on the back of the discharge certificate, and will also be noted on the final statements. The company commander will, before submitting " "

charge certificate to the proper officer for signature, inform the soldier of the character he intends to give him. Should the soldier feel that injustice will be done him thereby he may at once apply for redress to the post commander, who will immediately convene a board of officers to determine the facts in the case, and will briefly note the finding of the board, if approved by him, on the discharge certificate. But in all cases where the company commander deems a soldier's services unfaithful, he should whenever practicable notify the soldier at least thirty days prior to discharge of the character which he intends to give, in order that the soldier may have ample opportunity to apply for and be heard before the board. In such cases the proceedings of the board, showing all the facts pertinent to the inquiry, with the views of the intermediate commanders indorsed thereon, will be transmitted for the consideration and action of the War Department. This board may be called upon the application of the post or company commander, and if by the former the department commander shall appoint it. The character given by the company commander, also the character found by the board, will be noted on the muster roll. The officer who prepares the discharge will state thereon whether the man is married or unmarried, the number of his minor children, and, if discharged from a reenlistment, the number thereof.

EXTRA AND SPECIAL DUTY.

165. Enlisted men detailed by name on extra duty under competent authority at constant labor for not less than ten days, are entitled to receive extra-duty pay at the following rates: For services as mechanics, artisans, and school teachers, 50 cents per day; as

bakers, according to paragraph 306, as overseers, clerks, teamsters, laborers, and for all other extra-duty services, 35 cents per day.

166. The detail of a noncommissioned officer on extra duty other than that of overseer will not be made without the approval of the Secretary of War. A noncommissioned officer will not be detailed on any duty inconsistent with his rank and position in the military service.

167. Noncommissioned staff officers and enlisted men of the several staff departments will not be detailed on extra duty without authority from the Secretary of War. They are not entitled to extra-duty pay for services rendered in their respective departments.

168. Company artificers, farriers, blacksmiths, saddlers, and wagoners will not receive extra-duty pay unless detailed on extra duty in the Quartermaster's Department, wholly disconnected from their companies.

169. Soldiers on extra duty will be paid the extra rates of pay allowed by law for the duty performed and for the exact number of days employed, and no greater number of men will be employed on extra duty at any time than can be paid the full legal rates for the time employed from the funds provided. Payments made in violation of the above rules will be charged against the officers who ordered the details.

170. Extra-duty men will attend the weekly and monthly inspections of their companies and as many daily drills as practicable. Special-duty men, except noncommissioned officers in charge of barracks or stables, the cooks, and such clerks as are necessarily excused by commanding officers, will attend all drills and inspections.

171. Extra-duty men will be held to such hours of labor as may be expedient and necessary; but, except in case of urgent public necessity, as in military operations, eight hours will be considered a day's work. For all hours employed beyond that number the soldier will receive additional compensation—the extra hours being computed as fractions of a day of eight hours duration.

SOLDIERS' HOME.

173. An honest and faithful service of twenty years in the Army entitles a soldier to admission to the Soldiers' Home, Washington, D. C.

174. When a soldier, by reason of long service, or disability contracted in the line of duty, desires to enter the Soldiers' Home, his company commander will so report, through military channels, to the Adjutant General of the Army, giving all the details necessary for a full understanding of the case, including the date of each enlistment, with company and regiment. If the soldier be physically disabled, the report will be accompanied by certificates of disability. The papers will be referred to the Board of Commissioners of the Home, and if, in its opinion, the soldier is entitled to become an inmate, the necessary authority will be given for his discharge at the place where he is serving. He may then proceed to Washington and report to the Board of Commissioners for admission to the Home.

175. Transportation to the Home will not be furnished except by authority of the Secretary of War, on the application of the Board of Commissioners; and in such cases the officers who pay the accounts will be guided by the regulations governing the payment of accounts for transportation of persons procuring artificial limbs, as prescribed in paragraphs 1467 to 1471,

inclusive, except that the account will be referred to the Treasurer of the Soldiers' Home for repayment.

MEDALS OF HONOR AND CERTIFICATES OF MERIT.

177. Medals of Honor, authorized by the Act of Congress, approved March 3, 1863, are awarded to officers and enlisted men in the name of The Congress, for particular deeds of most distinguished gallantry in action.

(1) In order that the Congressional Medal of Honor may be deserved, service must have been performed in action of such a conspicuous character as to clearly distinguish the man for gallantry and intrepidity above his comrades—service that involved extreme jeopardy of life or the performance of extraordinarily hazardous duty. Recommendations for the decoration will be judged by this standard of extraordinary merit, and incontestible proof of performance of the service will be exacted.

(2) Soldiers of the Union have ever displayed bravery in battle, else victories could not have been gained; but as courage and self-sacrifice are the characteristics of every true soldier, such a badge of distinction as the Congressional Medal is not to be expected as the reward of conduct that does not clearly distinguish the soldier above other men, whose bravery and gallantry have been proved in battle.

(3) Recommendations for medals on account of services rendered in the Volunteer Army during the late war, and in the Regular Army previous to January 1, 1890, will, if practicable, be submitted by some person other than the proposed recipient, one who is personally familiar with all the facts and circumstances claimed as justifying the award, but the application may be made by the one claiming to have earned the decoration, in which case it will be in the form of a deposition,

reciting a narrative description of the distinguished service performed. If official records are relied on as evidence proving the personal service, the reports of the action must be submitted or cited; but if these records are lacking the testimony must embrace that of one or more eyewitnesses, who, under oath, describe specifically the act or acts they saw, wherein the person recommended or applying clearly distinguished himself above his fellows for most distinguished gallantry in action.

(4) Recommendations for medals on account of service rendered subsequent to January 1, 1890, will be made by the Commanding Officer at the time of the action or by an officer or soldier having personal cognizance of the act for which the badge of honor is claimed, and the recommendation will embrace a detailed recital of all the facts and circumstances. Certificates of officers or the affidavits of enlisted men who were eyewitnesses of the act will also be submitted if practicable.

(5) In cases that may arise for service performed hereafter, recommendations for award of medals must be forwarded within one year after the performance of the act for which the award is claimed. Commanding officers will thoroughly investigate all cases of recommendations for Congressional Medals arising in their commands, and indorse their opinion upon the papers, which will be forwarded to the Adjutant General of the Army through regular channels.

178. When any enlisted man of the Army shall have distinguished himself in the service, the President may grant him a certificate of merit, on the recommendation of the commanding officer of the regiment or chief of the corps to which such man belongs.

179. Recommendations for a certificate of merit must originate with an eyewitness, preferably the immediate

commanding officer. Each case will be submitted separately, forwarded through the regular channels, and must be favorably indorsed by each commander.

180. Extra pay at the rate of \$2 per month, from the date of the distinguished service, is allowed to each enlisted man to whom a certificate of merit is granted.

ARMS, CLOTHING, AND EQUIPMENTS.

271. Chiefs of squads will be held responsible for the cleanliness of their men. They will see that those who are to go on duty put their arms, accouterments and clothing in the best order, and that such as have passes leave the post in proper dress.

272. Soldiers will wear uniform in camp or garrison and will not be permitted to keep other clothing in their possession. When on fatigue they will wear suitable fatigue dress.

273. The articles borne upon the annual price list of clothing, published in orders, will be considered the uniform, and no deviation therefrom will be allowed.

274. Company commanders will see that all public property in the possession of enlisted men is kept in good order and that missing or damaged articles are duly accounted for.

276. Enlisted men will not take their arms apart except by permission of a commissioned officer. The mutilation of any part by filing or otherwise, and attempts to beautify or change the finish, are prohibited. Pieces will be unloaded before being taken to quarters or tents and as soon as the men using them are relieved from duty unless otherwise ordered. The use of tompons in small arms is forbidden. (See Cir. 26, A. G. O., 1897.)

277. The use of any dressing or polishing material on leather accouterments, equipments, or harness, except the preparations supplied by the Ordnance Department for that purpose, is forbidden.

278. Equipments will be fitted to the men under the direction of an officer; all other changes are prohibited.

POST SCHOOLS.

317. The instruction of enlisted men is a military duty. The post commander will detail an officer to conduct the post school. Instruction will be given by officers, assisted by teachers detailed from the enlisted men. Commanding officers are enjoined to personally aid and encourage those needing instruction, which will not be restricted to the elementary branches, but will extend to and include any subjects for which enlisted men under instruction may have an aptitude, or which they can pursue with advantage to themselves or to the service. In the absence of proper text-books instruction will be oral. Desks and other material needed in schoolrooms will be supplied by the quartermaster.

318. School terms, aggregating not less than four months in each year, will be designated by the department commander, and sessions will be held daily, Saturdays and Sundays excepted. At the beginning of each term, company commanders will furnish to the post commander a list of men needing or desiring instruction.

SALUTES.

396. When an enlisted man without arms passes an officer he salutes with the hand farthest from the officer. If mounted, he salutes with the right hand. Officers are saluted whether in uniform or not.

397. An enlisted man, armed with the saber and out of ranks, salutes all officers with the saber if drawn; otherwise he salutes with the hand. If on foot and armed with a rifle or carbine, he makes the rifle or carbine salute. A mounted soldier dismounts before addressing an officer not mounted.

398. A noncommissioned officer or private in command of a detachment without arms salutes all officers with the hand, but if the detachment be on foot and armed with the rifle or carbine, he makes the rifle or carbine salute, and if armed with a saber, he salutes with it.

399. An enlisted man, if seated, rises on the approach of an officer, faces toward him and salutes. If standing, he faces the officer for the same purpose. If the parties remain in the same place, or on the same ground, such compliments need not be repeated. Soldiers actually at work do not cease work to salute an officer unless addressed by him.

400. An enlisted man makes the prescribed salute with the weapon he is armed with, or if unarmed, whether covered or uncovered, with the hand, before addressing an officer. He also makes the same salute after receiving a reply.

401. Indoors, an unarmed enlisted man uncovers and stands at attention upon the approach of an officer; he does not salute unless he addresses or is addressed by the officer. If armed he salutes as heretofore prescribed without uncovering.

402. When an officer enters a room where there are soldiers, the word "Attention" is given by some one who perceives him, when all rise and remain standing in the position of a soldier until the officer leaves the room. Soldiers at meals do not rise.

403. Soldiers at all times and in all situations pay the same compliments to officers of the Army, Navy, and Marines, to officers of volunteers and officers of the militia in the service of the United States, as to officers of their own regiments, corps, or arm of service.

ENLISTMENTS.

823. Any male citizen of the United States or person who has legally declared his intention to become a citizen if above the age of twenty-one and under the age

of thirty-five years, able-bodied, free from disease, of good character and temperate habits, may be enlisted under the restrictions contained in this article. In regard to age or citizenship this regulation shall not apply to soldiers who have served honestly and faithfully a previous enlistment in the Army.

824. Applicants for original enlistment, and men who apply to reenter the Army after an interval of more than three months from date of discharge, will be required to furnish evidence of good character. To determine an applicant's fitness and aptitude for the service, and to give him an opportunity to secure testimonials of character, he may, after having signed the declaration of intention to enlist and passed the required examination, be retained and provided for, not to exceed six days. Men so retained will be known as "recruits on probation." The enlistment paper of any such recruit who may be unfit or undesirable for the service, or who may not desire to remain in the service, will not be completed. The enlistment papers of recruits who are accepted and duly sworn will bear the date on which the enlistment is completed by administering the oath.

825. The enlistment of persons of any of the following classes is *prohibited*: Former soldiers whose service during last term of enlistment was not honest and faithful, insane or intoxicated persons, deserters from the military or naval service of the United States, persons who have been convicted of felony or who have been imprisoned under sentence of a court in a reformatory, jail, or penitentiary; also for original enlistment, persons under eighteen or over thirty-five years of age, and, for first enlistment in time of peace, any person (except an Indian) who is not a citizen of the United States, or who has not made legal declaration of his intention to become a citizen of the United States, or who can not speak, read, and write the English language.

COMMUTATION.

1272. Commutation of rations may be allowed at the following rates, under the conditions mentioned, viz:

Conditions.	Rate per day each.
1. To a soldier at the conclusion of his furlough, provided that on or before the last day thereof he has reported at his proper station or has been discharged.....	\$0. 25
2. To sergeants of the post noncommissioned staff (and soldiers acting as such) on duty at forts and stations where there are no other troops.....	. 40
3. To a soldier on detached duty, stationed in a city or town where subsistence is not furnished by the Government.....	. 75
4. To a soldier traveling under orders from a place or station at which his rations have been regularly commuted.....	1. 50
5. To enlisted men traveling under orders (when the journey can not be performed in twenty-four hours and it is impracticable to carry rations of any kind), as follows:	
To an enlisted man traveling alone.....	1. 50
To two enlisted men traveling as a detachment or traveling as a guard to an insane patient or military prisoner, each.....	1. 50
To an insane patient or military prisoner traveling under guard of one or two enlisted men, to be paid, on the order of the commanding officer, in advance to, and to be receipted for by, the person to whose charge the patient or military prisoner is committed by the order.....	1. 50

FORFEITURES AND DEDUCTIONS.

1368. The paymaster will deduct from the pay of all soldiers $12\frac{1}{2}$ cents per month for the support of the Soldiers' Home, the same to be deducted bimonthly on the February, April, etc., rolls. At the time of payment he will also deduct the authorized stoppages entered on the muster rolls, descriptive lists, or final statements.

1369. Retained pay will be forfeited for the following causes:

(1) Desertion.

(2) When the soldier is in confinement under a general court-martial sentence expressly imposing imprisonment until or beyond the expiration of his term; when discharged under sentence of general court-martial; when discharged by order from the War Department

specifying forfeiture, or because of imprisonment by the civil authority.

(3) When the soldier is discharged for minority concealed at enlistment, or for other cause involving fraud in enlistment, or for disability caused by his misconduct.

(4) Upon the approved finding of a board of officers called under paragraph 148, that the soldier has not served honestly and faithfully to the date of discharge.

The cause of forfeiture will be stated on the muster and pay rolls and on the final statements of the soldier.

CERTIFICATE OF MERIT.

1370. A certificate of merit granted to an enlisted man for distinguished service entitles him, from the date of such service, to additional pay at the rate of \$2.00 per month while in the Army, although such service may not be continuous.

DEPOSITS.

1371. Any enlisted man, not retired, may deposit his savings with any paymaster in sums not less than \$5.00, the same to remain so deposited until final payment on discharge. The paymaster will furnish the depositor with a book, in which each deposit, with name of depositor, date, place, and amount, in words and figures, will be entered in the form of a certificate, signed by the paymaster and company commander. The company commander will keep in the company record book an account of every deposit made by the soldier. * * *

1374. Paymasters will not pay deposits except on final statements. When they are not paid, the soldier should forward his deposit book or the evidence referred to in the preceding paragraph to the Paymaster General. Enlisted men should be informed of the importance of preserving deposit books as the only certain means of insuring prompt repayment.

1375. A soldier must draw his deposit when he is discharged. He can then renew it after reenlistment, and will be entitled to interest from date of such renewal. Failure to present the final statements for payment leaves the money without interest until drawn and again deposited.

1376. For any sum of not less than five dollars deposited for the period of six months or longer, the soldier, when discharged, will be paid interest at the rate of 4 per cent per annum to date of discharge.

1377. On the death of a soldier, each deposit, with amount, date, place, and paymaster with whom deposited, will be noted in the inventory of his effects, and on the accompanying final statements, with which his deposit book will be filed.

1378. Both deposits and interest will be forfeited by desertion, but are exempt from forfeiture by sentence of court-martial and from liability for the soldier's debts.

1379. The retained pay of enlisted men will be treated as deposits, to the extent that it draws interest from the end of the year of the enlistment in which retained. It is subject to forfeiture for any of the causes set forth in paragraph 1369, and is carried to the credit of the soldier on his final statements, subject to deduction for debts due the United States at the date of discharge.

PAY OF DESERTERS.

1380. An enlisted man charged with desertion will not receive pay until his offense has been investigated by a court-martial or he has been restored to duty without trial.

1381. Every deserter forfeits all pay and allowances due at the date of desertion. Stoppages and forfeitures then due will be deducted from his arrears of pay, and, if not so satisfied, from pay due after apprehension.

The company commander will note upon the first muster roll after apprehension all data necessary to a complete settlement of the soldier's account from the date of last payment, and will carry the account to subsequent rolls until the settlement is made. No settlement of the pay account of any enlisted man will be made on the rolls until sufficient pay shall have accrued to satisfy all dues to the United States and pay a balance to the soldier. The required data will include date of last payment, desertion, and apprehension, credits at date of desertion on account of clothing, unsatisfied forfeitures under prior sentences, and dues to the United States at date of desertion on account of clothing, subsistence, ordnance, etc. If, while absent in desertion, he illegally enlisted in another organization, the date of last payment in such enlistment and all stoppage due the United States at date of surrender or apprehension will be stated.

PAYMENT OF DISCHARGED SOLDIERS.

1382. Discharged soldiers will be paid on final statements prepared in duplicate and furnished to them by their company or detachment commanders. Payment will be made only on presentation of both copies. Except when notified as prescribed in paragraph 150, paymasters will not pay discharged soldiers unless otherwise satisfied of the genuineness of the discharge papers and the identity of the claimants.

1385. Traveling allowances to discharged soldiers are computed by taking the distance in miles by the shortest usually traveled route from place of discharge to that of enlistment, and allowing one day's pay, and subsistence at the rate of 30 cents, for every 20 miles of travel. If in the computation there remains a fraction of 10 miles or more, it will be reckoned as a full day; if less, it will not be considered. If transportation has

been furnished for any part of the distance, that part will be excluded from the computation of travel pay, but subsistence for the full distance will be allowed.

1386. An enlisted man discharged for minority concealed at enlistment, or for other cause involving fraud on his part in the enlistment, is not entitled to pay and allowances, including those for travel, and will not receive final statements unless deposits or detained pay are due him, in which case final statements containing only a list of his deposits or the amount of detained pay will be furnished.

1387. Recruits are entitled to pay and allowances when discharged on certificates of disability. When discharged for any cause involving fraud on their part at enlistment, paragraph 1386 will govern.

BADGES, ETC.

1551. Officers and enlisted men who, in their own right or by right of inheritance, are members of military societies of men who served in the armies and navies of the United States in the War of the Revolution, the War of 1812, the Mexican War, and the War of the Rebellion, or are members of the Regular Army and Navy Union of the United States, may wear on all occasions of ceremony, when full dress is required, the distinctive badges adopted by such societies—badges to be worn on the left breast of the coat suspended by a ribbon from a bar of metal passed through their upper ends, and tops of the ribbons forming a horizontal line, the outer end of which will be from three to four inches below the top of the shoulder according to height of wearer. Medals of honor and the several distinctive marks given for excellence in rifle practice may also be worn in the same manner by officers and enlisted men upon all occasions of ceremony. Insignia "buttons" will not be worn.

EXAMINATION OF ENLISTED MEN FOR PROMOTION.

(Extracts from G. O. 79, A. G. O., 1892.)

The preliminary examination will embrace the following subjects:

1. English grammar, including orthography, reading, and writing from oral dictation.

2. Mathematics, including arithmetic, algebra, to include the solution of equations of the first degree containing one unknown quantity, the use of logarithms, the elements of plane geometry, plane trigonometry and surveying.

3. Geography, particularly in reference to the United States and North America.

4. The outlines of general history, and particularly the history of the United States.

5. The Constitution of the United States and the organization of the Government under it, and the elements of international law.

6. Army regulations and the drill regulations of the arm from which he is selected. The examination in drill regulations will be practical, extending through the schools of the soldier, squad, and platoon, and shall take place on the parade ground in the presence of the board.

7. The military record of the candidates as certified to by their company, post, and regimental commanders.

8. Physical aptitude as determined by the medical examination; proficiency in athletics, skill in field sports, etc.

9. Moral character and civil record as verified by the investigations of the board.

In awarding marks the board will give to each subject in the examination the relative weight given in the

following example. The weight to be given to each question will be determined by its importance, and will be set opposite the question in the papers furnished the candidates:

Example.

1. English grammar, orthography, etc.....	100
2. Mathematics	200
3. Geography	100
4. History.....	100
5. Constitution and international law	100
6. Army and drill regulations and military capacity and aptitude as determined therefrom	200
7. Military record.....	100
8. Physique	100
9. Moral character and antecedents	200
	<hr/> 1,200

The duty of making the preliminary examination of applicants is one involving, in a high degree, the welfare and character of the service, and all officers of departmental boards are enjoined to exercise the utmost circumspection and care, not only that no unworthy applicant be recommended, but also that the most worthy shall be recommended. All statements and certificates as to moral character, general aptitude and fitness, should be carefully verified by disinterested evidence.

Separate records will be submitted in each case to the department commander, who will forward them, with all papers presented in relation to the applicant, to the Adjutant General of the Army.

COMPETITIVE EXAMINATION.

III. A board to consist of five commissioned officers (including two medical officers, whose duties will be confined to inquiring into and reporting upon the physical qualifications of the applicants) will be convened by the War Department.

on the 1st of September of each year, commencing with 1893, to conduct the final competitive examination of the applicants who have successfully passed the departmental boards, in conformity with the following regulations:

IV.—Every applicant will be subjected to a rigid physical examination, and if there is found to exist any cause of disqualification to such a degree as might in the future impair his efficiency as an officer in the Army, he will be rejected. Examination as to physical qualifications shall conform to the standard required of recruits, and shall include a certificate of physical examination by the medical officers of the board to accompany the proceedings of the board.

The board being satisfied as to these preliminary points will proceed to examine each candidate separately in the following subjects:

1. English grammar, including orthography, reading, and writing from oral dictation.
2. Mathematics, including arithmetic, algebra, to include the solution of equations of the first degree containing one unknown quantity, the use of logarithms, the elements of plane geometry, plane trigonometry and surveying.
3. Geography, particularly in reference to the United States and North America.
4. The outlines of general history, and particularly the history of the United States.
5. The Constitution of the United States and the organization of the Government under it, and the elements of international law.
16. Army regulations and the drill regulations of the arm from which the candidate is selected. The examination in drill regulations will be practical, extending through the school of the soldier, squad, and platoon, *and shall take place on the parade ground in the presence of the board.*

7. The military records of the candidates as certified to by their company, post, and regimental commanders.

8. Physical aptitude, as determined by the medical examination; proficiency in athletics, skill in field sports, etc.

9. Moral character and civil record as verified after a thorough investigation by the board.

In awarding marks the board will give to each subject in the examination the relative weight given in the form following below. The general average of the candidate will be computed as follows: Mark each question according to its relative weight and reduce the aggregate of marks thus obtained in each subject to a scale of 100. The result will give the average of proficiency in the subject. Multiply the average in each subject by the number indicating the relative weight of the subject and divide the sum of the products by the sum of the relative weights, the quotient will be the general average. No candidate will be passed by the board who shall not have attained an average of 65 per cent in each subject of examination and a general average of at least 70 per cent.

Example.

No.	Subject.	Average.	Relative weights.	Products of multiplication by relative weights.
1	English grammar, etc.....	82	3	246
2	Mathematics.....	76	4	304
3	Geography.....	80	2	160
4	History.....	73	3	219
5	Constitution and international law.....	67	2	134
6	Army and drill regulations, etc.....	75	3	225
7	Military record.....	80	2	160
8	Physique.....	75	3	225
9	Moral character and antecedents.....	85	3	255
			25	1,828
				77.12

V..When the board shall have examined and passed upon all the applicants, it will prepare a tabulated statement showing the order of their relative merit as developed by the examination, and forward the proceedings, with all papers pertaining thereto, to the Adjutant General. (See G. O. 32 and 148 of 1899 and G. O. 53 of 1900.)

EXTRACTS FROM THE ARTICLES OF WAR.

(Relating to enlisted men.)

SEC. 1342. The armies of the United States shall be governed by the following rules and articles. The word officer, as used therein, shall be understood to designate commissioned officers; the word soldier shall be understood to include noncommissioned officers, musicians, artificers, and privates, and other enlisted men, and the convictions mentioned therein shall be understood to be convictions by court-martial.

ARTICLES TO BE READ TO RECRUITS.

ART. 2. These rules and articles shall be read to every enlisted man at the time of, or within six days after, his enlistment, and he shall thereupon take an oath or affirmation in the following form: "I, A. B., do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the rules and articles of war." This oath may be taken before any commissioned officer of the Army.

DISCHARGES.

ART. 4. No enlisted man, duly sworn, shall be discharged from the service without a discharge in writing, signed by a field officer of the regiment to which he belongs, or by the commanding officer, when no field officer is present; and no discharge shall be given to any enlisted man before his term of service has expired, except by the order of the President, the Secretary of War, the commanding officer of a department, or by sentence of a general court-martial.

FURLOUGHES.

ART. 11. Every officer commanding a regiment or an independent troop, battery, or company, not in the field, may, when actually quartered with such command, grant furloughs to the enlisted men in such numbers and for such time as he shall deem consistent with the good of the service. Every officer commanding a regiment, or an independent troop, battery, or company, in the field, may grant furloughs not exceeding thirty days at one time, to five per centum of the enlisted men, for good conduct in the line of duty, but subject to the approval of the commander of the forces of which said enlisted men form a part. Every company officer of a regiment commanding any troop, battery, or company not in the field, or commanding in any garrison, fort, post, or barrack, may, in the absence of his field officer, grant furloughs to the enlisted men for a time not exceeding twenty days in six months and not to more than two persons to be absent at the same time.

WASTING AMMUNITION.

ART. 16. Any enlisted man who sells, or wilfully or through neglect wastes the ammunition delivered out to him, shall be punished as a court-martial may direct.

LOSING OR SPOILING ACCOUTERMENTS, ETC.

ART. 17. Any soldier who sells or through neglect loses or spoils his horse, arms, clothing, or accouterments shall be punished as a court-martial may adjudge, subject to such limitation as may be prescribed by the President by virtue of the power vested in him.—[G. O. 57, 1892.]

DISRESPECTFUL WORDS AGAINST THE PRESIDENT, ETC.

ART. 19. Any officer who uses contemptuous or disrespectful words against the President, the Vice-President, the Congress of the United States, or the chief magistrate or legislature of any of the United States in which he is quartered, shall be dismissed from the service, or otherwise punished, as a court-martial may direct. Any soldier who so offends shall be punished as a court-martial may direct.

DISRESPECT TOWARD COMMANDING OFFICER.

ART. 20. Any officer or soldier who behaves himself with disrespect toward his commanding officer shall be punished as a court-martial may direct.

STRIKING A. SUPERIOR OFFICER.

ART. 21. Any officer or soldier who, on any pretense whatsoever, strikes his superior officer, or draws or lifts up any weapon, or offers any violence against him, being in the execution of his office, or disobeys any lawful command of his superior officer, shall suffer death, or such other punishment as a court-martial may direct.

MUTINY.

ART. 22. Any officer or soldier who begins, excites, causes, or joins in any mutiny or sedition, in any troop, battery, company, party, post, detachment, or guard

shall suffer death, or such other punishment as a court-martial may direct.

QUARRELS AND FRAYS.

ART. 24. All officers, of what condition soever, have power to part and quell all quarrels, frays, and disorders, whether among persons belonging to his own or to another corps, regiment, troop, battery, or company, and to order officers into arrest, and noncommissioned officers and soldiers into confinement, who take part in the same, until their proper superior officer is acquainted therewith. And whosoever, being so ordered, refuses to obey such officer or noncommissioned officer, or draws a weapon upon him, shall be punished as a court-martial may direct.

REPROACHFUL OR PROVOKING SPEECHES.

ART. 25. No officer or soldier shall use any reproachful or provoking speeches or gestures to another. Any officer who so offends shall be put in arrest. Any soldier who so offends shall be confined and required to ask pardon of the party offended, in the presence of his commanding officer.

CHALLENGES TO FIGHT DUELS.

ART. 26. No officer or soldier shall send a challenge to another officer or soldier to fight a duel, or accept a challenge so sent. Any officer who so offends shall be dismissed from the service. Any soldier who so offends shall suffer such corporal punishment as a court-martial may direct.

ALLOWING PERSONS TO GO OUT AND FIGHT; SECONDS AND PROMOTERS.

ART. 27. Any officer or noncommissioned officer commanding a guard, who, knowingly and willi

suffers any person to go forth to fight a duel, shall be punished as a challenger; and all seconds or promoters of duels, and carriers of challenges to fight duels, shall be deemed principals, and punished accordingly. It shall be the duty of any officer commanding an army, regiment, troop, battery, company, post, or detachment, who knows or has reason to believe that a challenge has been given or accepted by any officer or enlisted man under his command, immediately to arrest the offender and bring him to trial.

UPBRAIDING ANOTHER FOR REFUSING CHALLENGE.

ART. 28. Any officer or soldier who upbraids another officer or soldier for refusing a challenge shall himself be punished as a challenger; and all officers and soldiers are hereby discharged from any disgrace or opinion of disadvantage which might arise from their having refused to accept challenges, as they will only have acted in obedience to the law, and have done their duty as good soldiers, who subject themselves to discipline.

WRONGS TO SOLDIERS, REDRESS OF.

ART. 30. Any soldier who thinks himself wronged by any officer may complain to the commanding officer of his regiment, who shall summon a regimental court-martial for the doing of justice to the complainant. Either party may appeal from such regimental court-martial to a general court-martial; but if, upon such second hearing, the appeal appears to be groundless and vexatious, the party appealing shall be punished at the discretion of said general court-martial.

LYING OUT OF QUARTERS.

ART. 31. Any officer or soldier who lies out of his quarters, garrison, or camp, without leave from his

superior officer, shall be punished as a court-martial may direct.

SOLDIERS ABSENT WITHOUT LEAVE.

ART. 32. Any soldier who absents himself from his troop, battery, company, or detachment without leave from his commanding officer, shall be punished as a court-martial may direct.

ABSENCE FROM PARADE WITHOUT LEAVE.

ART. 33. Any officer or soldier who fails, except when prevented by sickness or other necessity, to repair, at the fixed time, to the place of parade, exercise, or other rendezvous appointed by his commanding officer, or goes from the same, without leave from his commanding officer, before he is dismissed or relieved, shall be punished as a court-martial may direct.

ONE MILE FROM CAMP WITHOUT LEAVE.

ART. 34. Any soldier who is found one mile from camp, without leave in writing from his commanding officer, shall be punished as a court-martial may direct.

FAILING TO RETIRE AT RETREAT.

ART. 35. Any soldier who fails to retire to his quarters or tent at the beating of retreat shall be punished according to the nature of his offense.

HIRING DUTY.

ART. 36. No soldier belonging to any regiment, troop, battery, or company shall hire another to do his duty for him, or be excused from duty, except in cases of sickness, disability, or leave of absence. Every such soldier found guilty of hiring his duty, and the person so hired to do another's duty, shall be punished as a court-martial may direct.

CONNIVING AT HIRING DUTY.

ART. 37. Every noncommissioned officer who connives at such hiring of duty shall be reduced. Every officer who knows and allows such practices shall be punished as a court-martial may direct.

DRUNK ON DUTY.

ART. 38. Any officer who is found drunk on his guard, party, or other duty, shall be dismissed from the service. Any soldier who so offends shall suffer such punishment as a court-martial may direct. No court-martial shall sentence any soldier to be branded, marked, or tattooed.

SENTINEL SLEEPING ON POST.

ART. 39. Any sentinel who is found sleeping upon his post, or who leaves it before he is regularly relieved, shall suffer death, or such other punishment as a court-martial may direct.

QUITTING GUARD, ETC., WITHOUT LEAVE.

ART. 40. Any officer or soldier who quits his guard, platoon, or division, without leave from his superior officer, except in a case of urgent necessity, shall be punished as a court-martial may direct.

MISBEHAVIOR BEFORE THE ENEMY, COWARDICE, ETC.

ART. 42. Any officer or soldier who misbehaves himself before the enemy, runs away, or shamefully abandons any fort, post, or guard, which he is commanded to defend, or speaks words inducing others to do the like, or casts away his arms or ammunition, or quits his post or colors to plunder or pillage, shall suffer death, or such other punishment as a court-martial may direct.

COMPELLING A SURRENDER.

ART. 43. If any commander of any garrison, fortress, or post is compelled, by the officers and soldiers under his command, to give up to the enemy or to abandon it, the officers or soldiers so offending shall suffer death, or such other punishment as a court-martial may direct.

DISCLOSING WATCHWORD.

ART. 44. Any person belonging to the armies of the United States who makes known the watchword to any person not entitled to receive it, according to the rules and discipline of war, or presumes to give a parole or watchword different from that which he received, shall suffer death, or such other punishment as a court-martial may direct.

RELIEVING THE ENEMY.

ART. 45. Whosoever relieves the enemy with money, victuals, or ammunition, or knowingly harbors or protects an enemy, shall suffer death, or such other punishment as a court-martial may direct.

CORRESPONDING WITH THE ENEMY.

ART. 46. Whosoever holds correspondence with, or gives intelligence to, the enemy, either directly or indirectly, shall suffer death, or such other punishment as a court-martial may direct.

DESERTION.

ART. 47. Any officer or soldier who, having received pay, or having been duly enlisted in the service of the United States, deserts the same, shall, in time of war, suffer death, or such other punishment as a court-martial may direct; and in time of peace, any punishment, excepting death, which a court-martial may direct.

DESERTER SHALL SERVE FULL TERM.

ART. 48. Every soldier who deserts the service of the United States shall be liable to serve for such period as shall, with the time he may have served previous to his desertion, amount to the full term of his enlistment; and such soldier shall be tried by a court-martial and punished, although the term of his enlistment may have elapsed previous to his being apprehended and tried.

ENLISTING IN OTHER REGIMENT WITHOUT DISCHARGE.

ART. 50. No noncommissioned officer or soldier shall enlist himself in any other regiment, troop, or company, without a regular discharge from the regiment, troop, or company in which he last served, on a penalty of being reputed a deserter, and suffering accordingly. And in case any officer shall knowingly receive and entertain such noncommissioned officer or soldier, or shall not, after his being discovered to be a deserter, immediately confine him and give notice thereof to the corps in which he last served, the said officer shall, by a court-martial, be cashiered.

ADVISING TO DESERT.

ART. 51. Any officer or soldier who advises or persuades any other officer or soldier to desert the service of the United States, shall, in time of war, suffer death, or such other punishment as a court-martial may direct; and, in time of peace, any punishment, excepting death, which a court-martial may direct.

MISCONDUCT AT DIVINE SERVICE.

ART. 52. It is earnestly recommended to all officers and soldiers diligently to attend divine service. Any officer who behaves indecently or irreverently at any place of divine worship shall be brought before a general

court-martial, there to be publicly and severely reprimanded by the president thereof. Any soldier who so offends shall, for his first offense, forfeit one-sixth of a dollar; for each further offense he shall forfeit a like sum and shall be confined twenty-four hours. The money so forfeited shall be deducted from his next pay, and shall be applied, by the captain or senior officer of his troop, battery, or company, to the use of the sick soldiers of the same.

PROFANE OATHS.

ART. 53. Any officer who uses any profane oath or execration shall, for each offense, forfeit and pay one dollar. Any soldier who so offends shall incur the penalties provided in the preceding article; and all moneys forfeited for such offenses shall be applied as therein provided.

WASTE OR SPOIL, AND DESTRUCTION OF PROPERTY WITHOUT ORDERS.

ART. 55. All officers and soldiers are to behave themselves orderly in quarters and on the march; and whoever commits any waste or spoil, either in walks or trees, parks, warrens, fish ponds, houses, gardens, grain fields, inclosures, or meadows, or maliciously destroys any property whatsoever belonging to inhabitants of the United States (unless by order of a general officer commanding a separate army in the field), shall, besides such penalties as he may be liable to by law, be punished as a court-martial may direct.

VIOLENCE TO PERSONS BRINGING PROVISIONS.

ART. 56. Any officer or soldier who does violence to any person bringing provisions or other necessities to the camp, garrison, or quarters of the

United States in foreign parts, shall suffer death, or such other punishment as a court-martial may direct.

FORCING A SAFEGUARD.

ART. 57. Whosoever, belonging to the armies of the United States in foreign parts, or at any place within the United States or their Territories during rebellion against the supreme authority of the United States, forces a safeguard, shall suffer death.

CERTAIN CRIMES DURING REBELLION.

ART. 58. In time of war, insurrection, or rebellion, larceny, robbery, burglary, arson, mayhem, manslaughter, murder, assault and battery with an intent to kill, wounding, by shooting or stabbing, with an intent to commit murder, rape, or assault and battery with an intent to commit rape, shall be punishable by the sentence of a general court-martial, when committed by persons in the military service of the United States, and the punishment in any such case shall not be less than the punishment provided, for the like offense, by the laws of the State, Territory, or district in which such offense may have been committed.

OFFENDERS TO BE DELIVERED UP TO CIVIL MAGISTRATE.

ART. 59. When any officer or soldier is accused of a capital crime, or of any offense against the person or property of any citizen of any of the United States, which is punishable by the laws of the land, the commanding officer, and the officers of the regiment, troop, battery, company, or detachment to which the person so accused belongs, are required, except in time of war, upon application duly made by or in behalf of the party injured, to use their utmost endeavors to deliver him over to the civil magistrate, and to aid the officers of justice in apprehending and securing him, in order to bring him

to trial. If upon such application, any officer refuses or wilfully neglects, except in time of war, to deliver over such accused person to the civil magistrates, or to aid the officers of justice in apprehending him, he shall be dismissed from the service.

CERTAIN CRIMES OR FRAUD AGAINST THE UNITED STATES.

ART. 60. Any person in the military service of the United States who makes or causes to be made any claim against the United States or any officer thereof, knowing such claim to be false or fraudulent; or

Who presents or causes to be presented to any person in the civil or military service thereof, for approval or payment, any claim against the United States or any officer thereof, knowing such claim to be false or fraudulent; or

Who enters into any agreement or conspiracy to defraud the United States by obtaining, or aiding others to obtain, the allowance or payment of any false or fraudulent claim; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or against any officer thereof, makes or uses, or procures or advises the making or use of, any writing, or other paper, knowing the same to contain any false or fraudulent statement; or

Who, for the purpose of obtaining or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, makes, or procures or advises the making of, any oath to any fact, or to any writing or other paper, knowing such oath to be false; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof,

forges or counterfeits, or procures or advises the forging or counterfeiting of, any signature upon any writing or other paper, or uses, or procures or advises the use of, any such signature, knowing the same to be forged or counterfeited; or

Who, having charge, possession, custody or control of any money or other property of the United States, furnished or intended for the military service thereof, knowingly delivers, or causes, to be delivered, to any person having authority to receive the same, any amount thereof less than that for which he receives a certificate or receipt; or

Who, being authorized to make or deliver any paper certifying the receipt of any property of the United States, furnished or intended for the military service thereof, makes, or delivers to any person, such writing, without having full knowledge of the truth of the statements therein contained, and with intent to defraud the United States; or

Who steals, embezzles, knowingly and wilfully misappropriates, applies to his own use or benefit, or wrongfully or knowingly sells or disposes of any ordnance, arms, equipments, ammunition, clothing, subsistence stores, money, or other property of the United States, furnished or intended for the military service thereof; or

Who knowingly purchases, or receives in pledge for any obligation or indebtedness, from any soldier, officer, or other person who is a part of or employed in said forces or service, any ordnance, arms, equipments, ammunition, clothing, subsistence stores, or other property of the United States, such soldier, officer, or other person not having lawful right to sell or pledge the same,

Shall, on conviction thereof, be punished by fine or imprisonment, or by such other punishment as a court-martial may adjudge. And if any person, being guilty of any of the offenses aforesaid, while in the military

service of the United States, receives his discharge, or is dismissed from the service, he shall continue to be liable to be arrested and held for trial and sentence by a court-martial, in the same manner and to the same extent as if he had not received such discharge nor been dismissed.

CRIMES AND DISORDERS TO PREJUDICE OF MILITARY DISCIPLINE.

ART. 62. All crimes not capital, and all disorders and neglects, which officers and soldiers may be guilty of, to the prejudice of good order and military discipline, though not mentioned in the foregoing articles of war, are to be taken cognizance of by a general, or a regimental, garrison or a field-officers' court-martial, according to the nature and degree of the offense, and punished at the discretion of such court.

SEC. 3. That fraudulent enlistment, and the receipt of any pay or allowance thereunder, is hereby declared a military offense and made punishable by court-martial, under the Sixty-second Article of War.—[G. O. 57, 1892.]

ALL TROOPS SUBJECT TO ARTICLES OF WAR.

ART. 64. The officers and soldiers of any troops, whether militia or others, mustered and in pay of the United States, shall, at all times and in all places, be governed by the articles of war, and shall be subject to be tried by court-martial.

SOLDIERS ACCUSED OF CRIME.

ART. 66. Soldiers charged with crime shall be confined until tried by court-martial, or released by proper authority.

DURATION OF CONFINEMENT.

ART. 70. No officer or soldier put in arrest shall be continued in confinement more than eight days, or until such time as a court-martial can be assembled.

CHALLENGES BY PRISONER.

ART. 88. Members of a court-martial may be challenged by a prisoner, but only for cause stated to the court. The court shall determine the relevancy and validity thereof, and shall not receive a challenge to more than one member at a time.

PRISONER STANDING MUTE.

ART. 89. When a prisoner, arraigned before a general court-martial, from obstinacy and deliberate design, stands mute, or answers foreign to the purpose, the court may proceed to trial and judgment, as if the prisoner had pleaded not guilty.

JUDGE ADVOCATE, PROSECUTOR, AND COUNSEL FOR PRISONER.

ART. 90. The judge advocate, or some person deputed by him, or by the general or officer commanding the Army, detachment, or garrison, shall prosecute in the name of the United States; but when the prisoner has made his plea, he shall so far consider himself counsel for the prisoner as to object to any leading question to any of the witnesses, and to any question to the prisoner, the answer to which might tend to criminate himself.

CONTINUANCES.

ART. 93. A court-martial shall, for reasonable cause, grant a continuance to either party, for such time, and as often, as may appear to be just: *Provided*, That if the prisoner be in close confinement, the trial shall not be delayed for a period longer than sixty days.

FLOGGING.

ART. 98. No person in the military service shall be punished by flogging, or by branding, marking or tattooing on the body.

NO PERSON TRIED TWICE FOR SAME, ETC.

ART. 102. No person shall be tried a second time for the same offense.

LIMITATION OF TIME OF PROSECUTION.

ART. 103. No person shall be liable to be tried and punished by a general court-martial for any offense which appears to have been committed more than two years before the issuing of the order for such trial, unless by reason of having absented himself, or of some other manifest impediment, he shall not have been amenable to justice within that period.

"No person shall be tried or punished by a court-martial for desertion in time of peace and not in the face of an enemy, committed more than two years before the arraignment of such person for such offense, unless he shall meanwhile have absented himself from the United States, in which case the time of his absence shall be excluded in computing the period of the limitation: *Provided*, That said limitation shall not begin until the end of the term for which said person was mustered into the service."—[Act approved April 11, 1890.]

PARTY ENTITLED TO A COPY.

ART. 114. Every party tried by a general court-martial shall, upon demand thereof, made by himself or by any person in his behalf, be entitled to a copy of the proceedings and sentence of such court.

DECEASED SOLDIER'S EFFECTS.

ART. 126. In case of the death of any soldier, the commanding officer of his troop, battery, or company shall immediately secure all his effects, ther: in camp or quarters " the presence of two other officers,

make an inventory thereof, which he shall transmit to the office of the Department of War.

EFFECTS OF DECEASED OFFICERS AND SOLDIERS TO BE
ACCOUNTED FOR.

ART. 127. Officers charged with the care of the effects of deceased officers or soldiers shall account for and deliver the same, or the proceeds thereof, to the legal representatives of such deceased officers or soldiers. And no officer so charged shall be permitted to quit the regiment or post until he has deposited in the hands of the commanding officer all the effects of such deceased officers or soldiers not so accounted for and delivered.

ARTICLES OF WAR TO BE PUBLISHED ONCE IN SIX MONTHS
TO EVERY REGIMENT, ETC.

ART. 128. The foregoing articles shall be read and published, once in every six months, to every garrison, regiment, troop, or company in the service of the United States, and shall be duly observed and obeyed by all officers and soldiers in said service.

ARMY CODE.—THE MYER SYSTEM FOR U. S. ARMY AND U. S. NAVY SIGNALING.

(Prescribed by G. O. No. 32, A. G. O., 1896.)

A.....22	J.....1122	S.....212
B.....2112	K.....2121	T.....2
C.....121	L.....221	U.....112
D.....222	M.....1221	V.....1222
E.....12	N.....11	W.....1121
F.....2221	O.....21	X.....2122
G.....2211	P.....1212	Y.....111
H.....122	Q.....1211	Z.....2222
I.....1	R.....211	tion.....1112

NUMERALS.

1.....1111	2.....2222
3.....1112	4.....2221
5.....1122	6.....2211
7.....1222	8.....2111
9.....1221	0.....2112

ABBREVIATIONS.

a.....after	n.....not	ur.....your
b.....before	r.....are	w.....word
c.....can	t.....the	wi.....with
h.....have	u.....you	y.....yes

CONVENTIONAL SIGNALS.

End of a word	3	Wait a moment...	1111 3
End of a sentence	33	Repeat after (word)	
End of a message	333	121 121 3 22 3 (word)	
xx3..... numerals follow		Repeat last word	
(or) numerals end.		121 121 33	
sig 3...signature follows.		Repeat last message	
Error.....	12 12 3	121 121 121 333	
Acknowledgment, or "I		Move a little to right	
understand"	22 22 3	211 211 3	
Cease signaling		Move a little to left	
	22 22 22 333	221 221 3	
		Signal faster	2212 3

CODE CALLS.

I C U—International Code Use.	
T D U—(Navy) Telegraph Dictionary Use.	
G L U—(Navy) Geographical List Use.	
G S U—(Navy) General Signal Use.	
N L U—Navy List Use.	
V N U—Vessel's Numbers Use.	
C A U—Cipher "A" Use	These calls are for preconcerted use in or with the Navy.
C B U—Cipher "B" Use	
C C U—Cipher "C" Use	

INSTRUCTIONS FOR USING THE SYSTEM.

The whole number opposite each letter or numeral stands for that letter or numeral.

TO SIGNAL WITH FLAG, TORCH, HAND LANTERN, OR BEAM OF SEARCH LIGHT.

There are but one position and three motions.

The first position is with the flag or other appliance held vertically, the signalman facing squarely towards the station with which it is desired to communicate.

The first motion ("one" or "1") is to the right of the sender and will embrace an arc of 90° , starting with the vertical and returning to it, and will be made in a plane at right angles to the line connecting the two stations.

The second motion ("two" or "2") is a similar motion to the left of the sender.

The third motion ("front," "three" or "3") is downward directly in front of the sender, and instantly returned upward to the first position.

Numbers which occur in the body of a message must be spelled out in full. Numerals may be used in signaling between stations having naval signal books, using the code calls.

The beam of search light will be ordinarily used exactly as a flag, the first position being a vertical one.

To break or stop the signals from the sending station, make with the flag or other signal 12 12 12 continuously.

To use the torch or hand lantern, a footlight must be used as a point of reference to the motion. The lantern is more conveniently swung out upwards, by hand, from the footlight for "1" and "2" and raised vertically for "3."

TO SEND A MESSAGE.

To call a station signal its call letter until acknowledged; if the call letter be not known, signal "E" until acknowledged. To acknowledge a call, signal "I understand," followed by the call letter of the acknowledging station.

Make a slight pause after each letter and also after "front." If the sender discovers that he has made an error he should make 3 followed by 12 12 3, after which he begins the word in which the error occurred.

***FLASH SIGNALS, WITH LANTERN, HELIOGRAPH,
OR SEARCH LIGHT.**

Use short flash for "1," two short flashes in quick succession for "2," and a long steady flash for "3." The elements of a letter should be slightly longer than in sound signals.

The first position is to turn a steady flash on the receiving station; the signals are made by alternate obscuration and revelation.

To call a station, make the call letter until acknowledged. Each station will then turn on a steady flash and adjust. When the adjustment is satisfactory to the called station it will cut off its flash and the calling station will proceed with its message.

If the receiver sees that the sender's mirror needs adjusting he will turn on a steady flash until answered by a steady flash. When the adjustment is satisfactory the receiver will cut off his flash and the sender will resume his message.

To break the sending station for other purposes, turn on a steady flash and call for repeat, etc., as occasion requires. All other conventional signals are the same as for the flag, etc.

**SOUND SIGNALS, WITH FOG WHISTLE, FOG HORN,
OR BUGLE.**

Use one toot (about half-second) for "1," two toots (in quick succession) for "2," and a blast (about two seconds long) for "3." The ear and not the watch is to be relied upon for the intervals.

The signal of execution for all tactical or drill signals will be one long blast followed by two toots in quick succession.

In the use of any other appliance, such as a bell, by which a blast can not be given, three strokes in quick

*For full directions for working with the heliograph, see Heliograph Instructions.

succession will be given in place of the blast to indicate "3."

When more than two vessels are in company, each vessel, after making "I understand," should make her call letter, that it may be certain which vessel has acknowledged.

ADDITIONAL INSTRUCTIONS.

Each word, abbreviation, and conventional signal is followed by "3."

To start the sending station signal 121 121 3 22 3, followed by the last word correctly received; the sender will resume his message, beginning with the word indicated by the receiver.

To acknowledge the receipt of a message signal 22 22 3, followed by the personal signal of the receiver. Each station should have its characteristic *call letter*, as Washington, W, and each signalist his *personal signal*, as Jones, Jo.

The full address of a message shall be considered as one sentence, and will be followed by the signal "33."

UNITED STATES TELEGRAPH CODE.

ALPHABET.

A — —	J — — — —	S — —
B — — —	K — — — —	T — —
C — — —	L — — —	U — — —
D — — —	M — — — —	V — — — —
E — —	N — — —	W — — —
F — — —	O — — —	X — — — —
G — — —	P — — — —	Y — — — —
H — — — —	Q — — — —	Z — — — —
I — — —	R — — — —	& — — — —

NUMERALS.

1 - - - -	5 - - - -	9 - - - -
2 - - - -	6 - - - -	0 - - - -
3 - - - -	7 - - - -	
4 - - - -	8 - - - -	

PUNCTUATION MARKS.

Comma - - - -	Exclamation - - - -
Semicolon Si	Parentheses Pn
Colon Ko	Brackets Br
Period - - - -	Dollar Mark Sx
Interrigation - - - -	Dash Dx
Quotation Qn	Hyphen Hx
Paragraph - - - -	Underline Ux

A fraction is made by inserting a dot between the numerator and denominator—Ex., $\frac{1}{2}$, — - - - -

SIGNALS AND ABBREVIATIONS.

1. Wait a moment.	Ahr. Another.
4. Start me.	Ans. Answer.
5. Have you anything for me?	Ck. Check.
7. Are you ready?	Col. Collect.
8. Busy on other wires (or stations).	D H. Deadhead.
	G A. Go ahead.
9. Train order (or important military message)—give way.	G E. Good evening.
	G M. Good morning.
	G N. Good night.
13. Do you understand?	G R. Government rate.
18. What is the matter?	N M. No more.
27. Adjust your magnet (or flash).	O B. Official business.
	O K. All right.
30. Circuit closed (or close station).	Opr. Operator.
	Pd. Paid.
44. Answer quick.	Qk. Quick.
73. Accept compliments.	Sig. Signature.
92. Deliver (ed).	
134. Who is at the key (flag, or torch)?	

CONVENTIONAL SIGNALS FOR TELEGRAPH.

To call a station.—Signal the "call letter" of the station required until acknowledged, signaling at intervals the "call letter" of the station calling.

To acknowledge a call.—Signal "I" three times, followed by call letter of acknowledging station.

To break or stop the signals from the sending station.—Open the key.

To start the sending station after breaking.—Signal "G A," followed by the last word correctly received; the sender will immediately resume his message, beginning with the word indicated by the receiver. If nothing has been received, signal "R R;" the sender will then repeat all.

Error in sending.—Signal seven dots (· · · · ·) rapidly, and resume the message, beginning with the last word correctly sent.

End of address.—Signal the period (— — — — —).

Signature follows.—Signal "Sig."

To acknowledge receipt of message.—Signal "O K," followed by personal signal or initial of receiver.

OUTLINES OF FIRST AID.

The object of any teaching upon first aid, or early assistance of the injured or sick, is not only to enable one person to help another, but in some measure to help himself. The purpose of these directions is to show how this may be done by simple means and by simple methods. It is a mistake to think that you must know many things to be helpful, but you must understand a few things clearly in order to assist the patient in the severer cases until he can be seen by the surgeon or those

who are thoroughly trained. In ordinary cases what you can do may often be all that is necessary.

These short instructions are intended for application anywhere—at a military post, in camp, or under any circumstances of ordinary life; but as the wounds received in battle are the most important to the soldier, it is the more necessary that he should know what to expect there, and what to do for himself and others. Most of these wounds are made by the rifle ball, fewer by shell or shrapnel, while those made by the saber and bayonet come last in frequency.

WOUNDS.

When a ball enters or goes through the muscles or soft parts of the body alone, generally nothing need be done except to protect the wound or wounds with the contents of the first-aid packet, which all soldiers carry in time of war. The directions for the use of this packet are simple, and each packet contains them. In doing this always be careful of one thing—not to touch the wound with your fingers nor handle it in any way, for the dirt on your hands is harmful, and you must disturb a wound as little as possible. Never wash the wound except under the orders of a medical officer. Be content to open the packet carefully, and, placing the small pads or compresses upon the wound or wounds, to wrap the binder or narrow bandage firmly about the parts, fastening with a safety pin. This will hold the pads in place and will help to stop the ordinary bleeding. The large or triangular bandage should be bound over this, or used as a sling if required. Generally this is all that is necessary for the first treatment, and sometimes it is all that is needed for several days. The importance of the care with which this first dressing is made can not be too seriously insisted upon. It is better to leave a wound undressed than to dress it carelessly or ignorantly, so that the dressing must soon be removed.

BANDAGES AND SLINGS.

The triangular bandage, as furnished, is a piece of cotton cloth, measuring 4 feet 2 inches at the base and 2 feet 9 inches at the sides. It is intended to be folded in several ways and used as a bandage for various parts of the body, or to be used as a sling for the hand and forearm. The illustrations which are printed on the triangular bandage itself will show you its most common applications as a bandage or sling.

In addition to the slings made with the triangular bandage, two forms of slings furnished by the ordinary clothing are here shown. (Figs. 1 and 2.)

SLINGS.



FIG. 1.—SLEEVE AS SLING.



FIG. 2.—FLAP OF COAT AS SLING.

BLEEDING FROM WOUNDS.

Now and then a wound will bleed very freely, because a large blood-vessel has been wounded, and you must know how to stop the bleeding, or hemorrhage as it is called. Remember that all wounds bleed a little, but that as a rule this bleeding will stop in a few minutes if

the patient is quiet, and that the firm pressure of the pads and bandage will keep it controlled. Occasionally, but not often, something else must be done.

Looking upon the heart as a pump, you will understand that to stop the current of blood pumped through the arteries you must press upon the blood-vessel between the wound and the heart. This pressure stops the current of blood in the same way that you would stop the flow of water in a leaky rubber hose or tube by pressing upon it between the leak and the pump, or other source of power. The points or places where you can best do this for the different parts of the body are illustrated in the woodcuts. These points are chosen for pressure because the blood-vessels which you wish to control there lie over a bone against which effective pressure can be made.

POINTS FOR COMPRESSION WITH THUMB AND FINGERS.

The temporal artery is reached by pressure in front of the ear just above where the lower jaw can be felt



FIG. 3.

working in its socket. A branch of this artery crosses the temple on a line from the upper border of the ear to above the eyebrow.

The carotid artery may be compressed by pressing the thumb or fingers deeply into the neck in front of the strongly marked muscle which reaches from behind the ear to the upper part of the breastbone. Fig. 3 shows pressure on the carotid of the left side.

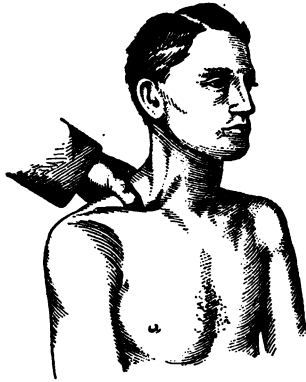


FIG. 4.—SUBCLAVIAN, RIGHT SIDE.

In bleeding from wounds of the shoulder or armpit the subclavian artery may be reached by pressing the thumb deeply into the hollow behind the middle of the collar bone.



FIG. 5.—BRACHIAL, LEFT SIDE.

In bleeding from any part of the arm or hand the brachial artery should be pressed outwards against the bone just behind the inner border of the large muscle of the arm.



FIG. 6.

In bleeding from the thigh, leg, or foot press backward with the thumbs on the femoral artery at the middle of the groin where the artery passes over the bone. The point is a little higher up than that indicated in Fig. 6.

There are two other simple means for helping to stop bleeding—such as elevating or holding an arm or leg upright when these parts are wounded, and by applying cold to the wound; but you will find the compress and bandage, or the pressure made by your fingers, as described, to be most useful in the great majority of cases.

When, however, the bleeding continues after you have used these simpler means, or your fingers become tired in making the pressure, which they may do after ten or fifteen minutes, you will have to use what is called a "tourniquet," and generally will be obliged to improvise one out of material at hand. The principle of such a tourniquet is easily understood—a pad or compress placed on the line of the artery and a strap or band to go over the pad and around the limb so that, when tightened, it will press the pad down upon the artery and interrupt the flow of the blood. In the arm apply the tourniquet over the point shown for compression by the fingers; in the thigh, four or five inches below the groin as it can not be applied higher up. (See Fig. 8.)

The pad or compress may be made of such an object as a cork, or smooth round stone wrapped in some material to make it less rough; the triangular bandage folded, a handkerchief, or a cravat being used for the strap. After tying the band closely around the limb any degree of pressure may be made by passing a stick, bayonet, or something of that kind of sufficient length, and twisting or turning it around so that the pad is pressed firmly in place. Turn the stick slowly and stop at once when the blood ceases to flow, fixing the stick in place with another bandage. Remember that you

may do harm in two ways in using this rough tourniquet. First by bruising the flesh and muscles if you use too much force, and, second, by keeping this pressure up too long and thus strangling the limb. It is a good rule to relax or ease up on this or any other tourniquet at the end of an hour, and allow it to remain loose, but in place, if no bleeding appears. By watching you can tighten the tourniquet at any time if necessary. Other tourniquets are in use, and for this purpose the elastic or rubber bandage is supplied in the hospital corps pouches.

IMPROVISED TOURNIQUET.



FIG. 7.—COMPRESSION OF RIGHT BRACHIAL.

IMPROVISED TOURNIQUET.



FIG. 8.—COMPRESSION OF LEFT FEMORAL.

FRACTURES.

The next injury you must know how to help is a broken bone. The lower extremities, thigh and leg, are more frequently wounded than the upper, arm and forearm; and so you will find more fractures of the thigh and leg bones than of the arm and forearm. You will usually know when one of these long bones is broken by the way the arm or leg is held, for the wounded man loses power of control over the limb, and it is no longer firm and straight. What you must do is much

the same in all cases—straighten the limb gently, pulling upon the end of it firmly and quietly when this is necessary, and fix or retain it in position by such splints or other material as you may have. This is called “setting” the bone. If you have none of the splint material supplied, many common materials will do for immediate and temporary use—a shingle or piece of board, a carbine boot, a scabbard, a tin gutter or rain spout cut and fitted to the limb, a bunch of twigs, etc. Whatever material you chose must be well padded upon the side next to the limb, and afterwards secured or bound firmly in place, care being taken never to place the bandage over the fracture, but always above and below. Some of these methods are shown in the following figures:



FIG. 9.

Fracture of the arm: Apply two splints, one in front, the other behind, if the lower part of the bone is broken; or to the inner and outer sides if the fracture is in the middle or upper part; support by sling as in Fig. 9.



FIG. 10.

Fracture of the forearm: Place the forearm across the breast, thumb up, and apply a splint to the outer surface extending to the wrist, and to the inner surface extending to the tips of the fingers; support by sling as in Fig. 10.



FIG. 11.

Fracture of the thigh: Apply a long splint, reaching from the armpit to beyond the foot on the outside, and a short splint on the inside (Fig. 11). The military rifle may be used as an outside splint, but its application needs care. A blanket rolled into two rolls, forming a trough for the limb, is useful.

The carbine boot may be used to advantage in splinting fractures of the thigh and leg, as illustrated in Figs. 12 and 13.



FIG. 12.



FIG. 13.



FIG. 14.

Fracture of the leg: Apply two splints, one on the outside, the other on the inside of the limb. When nothing better can be had, support may be given by a roll of clothing and two sticks, as shown in Fig. 14.



FIG. 15.—FRACTURE OF LEFT LEG, SUPPORTED BY SOUND LEG.

Many surgeons think that the method of fixing the wounded leg to its fellow, and of binding the arm to

the body, is the best plan for the field, as the quickest and as serving the immediate purpose.

The object of all this is to prevent, as far as possible, any motion of the broken bone, and so limit the injury to the neighboring muscles, and to lessen the pain.

Be very careful always to handle a broken limb gently. Do not turn or twist it more than is necessary to get it straight, but secure it quickly and firmly in one of the ways shown, and so make the patient comfortable for carriage to the dressing station or hospital. Time is not to be wasted in complicated dressings.

OTHER WOUNDS.

There are, of course, many wounds of the head, face, and of the body, but for the most part you will have little to do with these except to protect the wound itself with the contents of the first-aid packet, or, if bleeding makes it necessary, use in addition several of the packet compresses to control it. As the surface blood-vessels of the head and face lie over the bones and close to them, it will generally not be difficult to stop the bleeding by this means or by the pressure with the fingers, as already shown. Remember, as you were told, to make the pressure between the heart and the bleeding point.

With wounds about the body, the chest and abdomen, you must not meddle, except to protect them, when possible without much handling, with the materials of the packet.

CAUTIONS.

You have already been warned to be gentle in the treatment of the wounded, and the necessity for not touching the wound must always be in your mind; but there are some other general directions which you will do well to remember:

1. Act quickly but quietly.

2. Make the patient sit down or lie down.
3. See an injury clearly before treating it.
4. Do not remove more clothing than is necessary to examine the injury, and keep the patient warm with covering if needed. Always rip, or, if you can not rip, cut the clothing from the injured part, and pull nothing off.
5. Give alcoholic stimulants cautiously and slowly, and only when necessary. Hot drinks will often suffice when obtainable.
6. Keep from the patient all persons not actually needed to help him.

OTHER ACCIDENTS AND INJURIES.

There are a few other conditions about which you should be informed, although they are not peculiar to military life, the first two only being related to wounds.

SHOCK.

By this term is meant a very severe physical and mental depression following extensive wounds, such as those produced by shell, and ordinary wounds in which the chest and abdomen are entered. You can hardly mistake this condition, for it resembles approaching death. If possible, the patient should not be moved, but kept in position where found, warmed and carefully stimulated. This will be difficult, perhaps impossible, on the battlefield, but it should be attempted unless removal is unavoidable.

FAINTING.

This condition is generally the result of severe bleeding, or exhaustion from fatigue. The patient should be laid upon his back, head lowered, arms by the side, feet extended, and should be carefully stimulated. This condition is rarely dangerous.

The other important accidents or conditions with which you may have to deal are drowning, sunstroke, heat exhaustion, burns, and freezing.

DROWNING.

Being under water for four or five minutes is generally fatal, but you should always make an effort to revive the apparently drowned unless it is known that the body has been under the water for a long time.

Remove patient's coat and shirt; lay him on his face; clasp hands under his belly and raise him to drain water from lungs; place him on his back with a roll under his shoulders; clean out his mouth and nose; pull his tongue forward and hold it with a dry handkerchief. To expand the chest, kneel at his head, grasp an arm just below the elbow with each hand; draw his arms outward and upward to sides of the head. (Fig. 16.)

To drive air from the chest bring patient's arms down along sides and front of chest, pressing on them. (Fig. 17.) Alternate these movements about fifteen times per minute, until natural respiration begins, or for at least one hour. Occasionally hold ammonia to his nose and slap his chest with a cold, wet cloth. While these movements are being made, remove his lower garments, and dry surface, rubbing toward the body. As soon as patient is able to swallow give stimulants carefully and warm fluid nourishment.



FIG. 16.—FIRST MOVEMENT, INSPIRATION—SYLVESTER'S METHOD.



FIG. 17.—SECOND MOVEMENT, EXPIRATION—SYLVESTER'S METHOD.

SUNSTROKE.

Sunstroke or heat stroke occurs in persons exposed to high temperature either in or out of the sun. The face is flushed, skin hot and dry, breathing labored, pulse rapid, heat of body great. The patient may be unconscious. Place him in the shade, loosen clothing and try to lessen heat of body by cold applications to the head and surface generally.

The heat may also cause, especially when soldier is much fatigued, a form of exhaustion without insensibility. Rest on the back in the shade with cold applications to the head and a little aromatic spirits of ammonia are usually sufficient to relieve.

In rare cases this exhaustion may go on to threatened collapse, with cold skin and extremities, pale face and very weak pulse. Here alcoholic stimulants and heat to the body become necessary.

It is well to be warned that both sunstroke and heat exhaustion are common and severe among drinkers and the intemperate.

BURNS.

Do not pull the clothing from the burnt part, but rip or cut it off. Do not break the blisters, nor prick them even if large. Protect a burn quickly with a mixture of equal parts of linseed or olive oil and lime water, if you have them; or with the plain oil, covering the whole with lint or cotton wool. Put nothing on a burn that will be difficult to remove afterwards.

FREEZING AND FROSTBITE.

The part frozen, which looks white, or bluish white, and is cold, should be very slowly raised in temperature by brisk but careful rubbing, in a cool place and never near a fire. Stimulants are to be given cautiously when the patient can swallow, and followed by small amounts

of warm liquid nourishment. The object is to restore the circulation of the blood, and the natural warmth, gradually and not violently. Care and patience are necessary to do this.

TRANSPORTATION.

The carriage of patients, for moderate distances on or from the field, is best done with the service litter, and when that can not be procured, by some improvised substitute which secures the comfort and safety of the person disabled. These methods, and those by one or more bearers, are fully described in the Drill Regulations for the Hospital Corps, and are not repeated here.

It will generally be found necessary during or after an action to restrict the number of bearers to two, and attention to methods requiring not more than two bearers is recommended.

TAKE CARE OF YOUR HEALTH.

1. In times of peace and freedom from deadly infectious diseases about 4 men out of every regiment of 1,000 men die of disease in a year. In time of war this number is greatly increased on account of unavoidable exposures and privations. A little knowledge and a little care on the part of each soldier will often prevent him from becoming sick, and will increase the efficiency of the command to which he belongs. Knowledge alone is of no use unless care is taken to apply it practically.

2. A soldier should endeavor to be always at his best. He should avoid all exposures, not in line of duty, which he knows would be likely to injury his health, for if he is from any cause below par he is liable to break down under influences which otherwise might have had but little effect on him.

3. Even in garrison, in time of peace, soldiers often expose themselves unnecessarily by going out without

overcoats when the weather is such as to require their use, or by failing to remove damp socks or other clothing on their return to barracks.

4. Before starting on a campaign the soldier should provide himself with the necessaries for personal cleanliness and for keeping his clothing in repair: towel, soap, tooth-brush, pocket comb, and looking glass, with needles, thread, a few strong safety pins and spare buttons. His shoes and socks should be carefully selected to fit, and it is well to have shoes broken in by a few days usage before starting.

5. At rests on the march he should sit down or lie down if the ground is suitable, for every minute so spent refreshes more than five minutes standing or loitering about.

6. At the midday rest lunch should be eaten, but it should always be a light meal.

7. On the march or during exercise in hot weather the body loses water continuously by the skin and lungs and this loss must be replaced as it occurs to keep the blood in proper condition. Only a few swallows should be taken at a time, no matter how plentiful the water supply may be. When exceedingly thirsty after a long dry stretch, water should not be taken freely at once, but in smaller drinks at intervals, until the desire for more is removed.

8. Smoking in the heat of the day or on the march is depressing and increases thirst.

9. On hot marches water should be taken quite frequently, but as already stated, in small quantities at a time, to replace the loss by perspiration. This will often prevent attacks of heat exhaustion and sunstroke.

10. On a hurried or forced march, particularly in sultry weather, a soldier may become faint and giddy from the heat and fatigue. His face becomes pale, his lips

lead-colored, his skin covered with clammy perspiration, and he trembles all over. His arms and equipments should be removed and his clothing loosened at the neck, while he is helped to the nearest shade to lie down, with his head low, until the ambulance train or wagons come up. Meanwhile, fan him, moisten his forehead and face with water and, if conscious, make him swallow a few sips from time to time.

11. In sunstroke the man is unconscious and often has convulsions. He should be cared for, as stated in paragraph 10, using cold water freely on the head, face, and body, until the arrival of the surgeon.

12. Military operations often have to be conducted without regard to temperature, but in hot weather unnecessary exposure to the sun should be avoided.

13. When camp is reached and the tents pitched, each tent should be trenched to keep out the rainfall, even although rain seems unlikely. Each man should then prepare the floor for his bed by picking out hard irregularities and scooping out a shallow depression for the hip bones. Grass, hay, leaves, or other available material should be laid on as a mattress, with the rubber poncho or slicker over all to keep dampness from the body. In good weather blankets should be unrolled and spread out to air before the time for their use.

14. If the soldier comes into camp much exhausted a cup of hot coffee is the best restorative. When greatly fatigued it is dangerous to eat heartily.

15. When the tents have been arranged for the night and the duties of the day are practically over, the soldier should clean himself and his clothes as thoroughly as the means at hand will permit. No opportunity of taking a bath nor of washing socks and underclothing should be lost. In any event the feet should be bathed or mopped with a wet towel every evening to invigorate the skin.

16. In the continued absence of opportunity for bathing it is well to take an air bath and a moist or dry rub before getting into fresh underclothes and, in this case, the soiled clothes should be freely exposed to the sun and air when the blanket roll is unpacked.

17. By attention to cleanliness of the person and of the clothing, the discomforts of prickly heat, chafing, cracking, blistering, and other irritations of the skin will be avoided. If chafings do occur apply to the surgeon for a healing remedy, for, if neglected, they may fester and cause much trouble.

18. A hearty meal should be eaten when the day's work is over, but the soldier should eat slowly, chewing every mouthful into a smooth pulp before swallowing; and it is good when one can rest awhile after this meal. Hard bread and beans when not thoroughly chewed give rise to diarrhea, one of the most dangerous of camp diseases. Fresh meat should be eaten sparingly when used for the first time after some days on salt rations.

19. The soldier would do well to restrict himself to the company dietary. Particularly should he avoid the articles of food or drink for sale by hawkers and peddlers. Green fruit and overripe fruit are dangerous, as is also fruit to which the individual is unaccustomed. Unpeeled fruit should never be eaten, for it may have been handled by persons suffering from dangerous infectious diseases.

20. It should be unnecessary to speak of the danger from the use of intoxicating liquors for every soldier knows something of this. The mind of a man under the influence of these liquors is so befogged that he is unable to protect himself from accidents and exposures. How many men have passed from this world because of exposures during intoxication! How many have lost their health and strength and become wretched sufferers

during the remainder of a shortened existence! Besides, for days after indulgence in liquor the system is broken down and the individual less able to stand the fatigues, exposures or wounds of the campaign.

21. If filtered or condensed water is not furnished to the troops, and spring water is not to be had, each soldier should fill his canteen over night with weak coffee or tea for the next day's march. This involves boiling, and the boiling destroys all dangerous substances in the water. Typhoid fever, cholera, and dysentery are caused by impure water.

22. All the belongings of the soldier should be taken under shelter at night to protect them from rain or heavy dews.

23. When not prevented by the military conditions, soldiers should sleep in their shirts and drawers, removing their shoes, socks, and other clothing.

24. In the morning wash the head, face and neck with cold water. With the hair kept closely cut, this can be done even when the water supply is limited.

25. In hot climates, where marches are made or other military work performed in the early morning or late in the evening, a sleep should be taken after the midday meal to make up for the shortened rest at night. Everyone to keep in good condition should have a total of eight hours sleep in the twenty-four.

26. If the march is not to be resumed, the soldier should take the first opportunity of improving his sleeping accommodations by building a bunk, raised a foot and a half, or more, from the ground. This is of the first importance when the ground is damp. The poncho, or slicker, must be relied upon as a protection in marching camps, but when the camp is to be occupied for some days, bunks should be built.

27. In hot climates this raising of the bunks from the ground lessens the danger from malarial fevers.

28. When malarial fevers are prevalent, hot coffee should be taken in the morning immediately after roll call, and men going on duty at night should have a lunch and coffee before starting.

29. The soldier should never attempt to dose himself with medicine. He should take no drugs except such as are prescribed by the surgeon.

30. No matter how short a time the camp is to be occupied its surface should not be defiled. The sinks should be used by every man, and the regulations concerning their use should be strictly complied with. Waste water and refuse of food should be deposited in pits or other receptacles designed to receive them. Attention to these points will prevent foul odors and flies.

31. When there are foul odors and flies in a camp the spread of typhoid fever, cholera, dysentery, and yellow fever is likely to occur.

32. When any of these diseases are present in a command every care should be taken to have the hands freshly washed at meal times.

33. In the camps of field service the interior of tents should be sunned and aired daily, and efforts should be made by every soldier to have his bunk, arms, equipments, and clothing in as neat and clean condition as if he were in barracks at a permanent station.

34. Harmful exposures are more frequent in hot than in cold weather. Soldiers seek protection against cold, but in seeking shade, coolness, and fresh breezes in hot weather they often expose themselves to danger from diarrhea, dysentery, pneumonia, rheumatism, and other diseases. A chill is an exciting cause of these affections; it should be avoided as much as possible.

35. When the feet become wet the first opportunity should be taken of putting on dry socks.

36. When the clothing becomes wet in crossing streams or in rain storms there is little danger so long

as active exercise is kept up, but there is great danger if one rests in the wet clothing.

37. When the underclothes are wet with perspiration the danger is from chill after the exercise which caused the perspiration is ended. If the soldier can not give himself a towel rub and a change of underclothing, he should put on his blouse and move about until his skin and clothes become dry.

38. To rest or cool off, and particularly to fall asleep, in a cool, shady place in damp clothes is to invite suffering, perhaps permanent disability or death.

39. When an infectious disease is known to be present among the civil population in the neighborhood of a military camp or station, care should be taken by every member of the command to avoid exposure to the infection. Scarlet fever, measles, and diphtheria are met with in the United States, but in some localities our troops may have to guard against smallpox, yellow fever, cholera, and bubonic plague. The careless or reckless individual will be the first to suffer, but he may not suffer alone; many of his comrades may become affected and die through his fault.

40. Such infections prevail mostly among the lower classes of a community who have no knowledge of the difference between healthful and unhealthful conditions of life. Communication with them should therefore be avoided.

41. The soldier should remember that association with lewd women may disable him for life.

42. Every soldier should become familiar with the instructions in the "Outlines of First Aid," so as to be able to help himself or others in the event of wounds or accidents.

Clothing received—Continued.

[illegible]

Clothing received—Continued.

[illegible]

Clothing received—Continued.

[illegible]

Military service of

Co. _____, _____ *Regiment* _____

(On this should be noted the date and place of the soldier's present enlistment, and also all previous service in the Army, Navy, or Marine Corps.)

[illegible]

LAST WILL AND TESTAMENT

OF

I, -----
of -----
do make, publish, and declare this my last will and
testament.

I give, devise, and bequeath to¹ -----

And I do give, devise, and bequeath all the rest and
residue of my estate, both real and personal, to

heirs and assigns forever,² -----

I hereby appoint -----

----- executor
of this my last will and testament, and I desire that
----- shall not be required to give bond for the per-
formance of the duties of that office.

Witness my hand this -----
day of -----, 190

Signed, published, and declared by -----

the above-named testator, as and for his last will and
testament, in the presence of us, who, at his request and
in his presence, and in the presence of each other, have
subscribed our names as witnesses thereto.⁴

Residence: -----

Residence: -----

Residence: -----

1. Here insert specific legacies and devises.
2. If the residue of the estate is given to several persons, add here the manner in which it is to be divided, as "in equal shares as tenants in common."
3. If the will is made in Nevada, or if the testator has real estate in that State, he should affix his seal.
4. If the will is made in Louisiana, unless it is wholly in the handwriting of the testator, there should be seven witnesses and a notary at the "sealing up." If wholly in his handwriting no formalities are required.



